

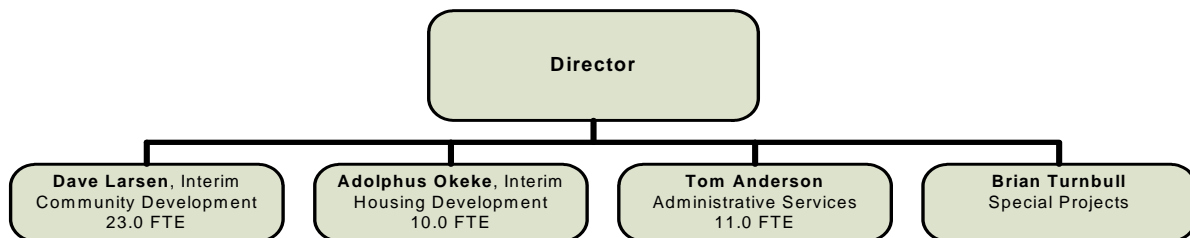
COMMUNITY DEVELOPMENT AND HOUSING

David M. Larsen and Adolphus Okeke

I. MISSION STATEMENT

The Department of Community Development and Housing (CDH) works to improve the quality of life for residents of the County through the identification, obtainment, and administration of local, state, federal, and private funding resources available for community development and housing programs and projects.

II. ORGANIZATIONAL CHART



III. DESCRIPTION OF MAJOR SERVICES

CDH is responsible for administering federal, state, and local grant funds allocated to the County of San Bernardino for community development and housing programs and projects. Federal funds comprise a large percentage of the total monies included in the department's budget through the Community Development Block Grant (CDBG), the Emergency Shelter Grant (ESG), the Home Investment Partnership Act Grant (HOME), the Neighborhood Initiative grant (NI) and the Economic Development Initiative Program (EDI) grant.

CDH obtains grants from the U.S. Department of Housing and Urban Development (HUD) to fund public works construction, new housing construction, housing rehabilitation, economic development, public services, and community revitalization projects in participating communities throughout the County. CDH sub-grants the majority of these dollars to its thirteen (13) cooperating cities, other county departments, and to non-profit community based organizations.

The CDBG program has the purpose of providing decent housing, suitable living environments and expanded economic opportunities, principally for low-and moderate-income persons. The CDBG program offers grant funds for a wide variety of projects to meet local community needs. CDBG funds can be used to build community facilities, roads, and parks; to repair or rehabilitate housing, to provide new or increased services to local residents or to fund initiatives that generate new jobs. In all instances, the CDBG program is governed by regulations issued by HUD. The county's CDBG program is designed to maximize public benefit while fully complying with CDBG regulations and related laws.

HOME funds assist in expanding and preserving the supply of decent, safe, sanitary and affordable housing. The county's HOME program provides loans to non-profit agencies, Community Housing Development Organizations (CHDO's), for-profit housing developers, rental housing owners, and new homebuyers for a variety of new construction, rehabilitation, rental assistance, and home ownership programs. The HOME program is carried out in accordance with HUD-issued regulations. Additionally, HOME funds provide rent subsidies and security deposit assistance to very low-income families.

Emergency shelter and related services are provided to homeless persons from locations throughout the county using Emergency Shelter Grant (ESG) funds. The county sub-grants ESG funds to homeless assistance agencies that operate shelters or provide motel vouchers and rental assistance. These services are coordinated through associated information, counseling, referral and rental assistance activities to provide a continuum of care to reduce the incidence and severity of homelessness. As with the CDBG and HOME programs, the ESG program is governed by HUD regulations.

CDH ensures that the county receives, retains and utilizes the maximum grant funds available. This involves writing and administering project contracts with cooperating cities, non-profit agencies and other county departments. CDH coordinates closely with County Counsel and Risk Management in writing contracts and performs contract compliance monitoring, including on-site monitoring visits.

Finally, CDH is responsible for preparing the county's Annual Consolidated Plan and Annual updates and Action Plans, processing grant agreements with HUD, preparing annual consolidated plan performance reports, and coordinating HUD monitoring visits.

IV. 2005-06 ACCOMPLISHMENTS

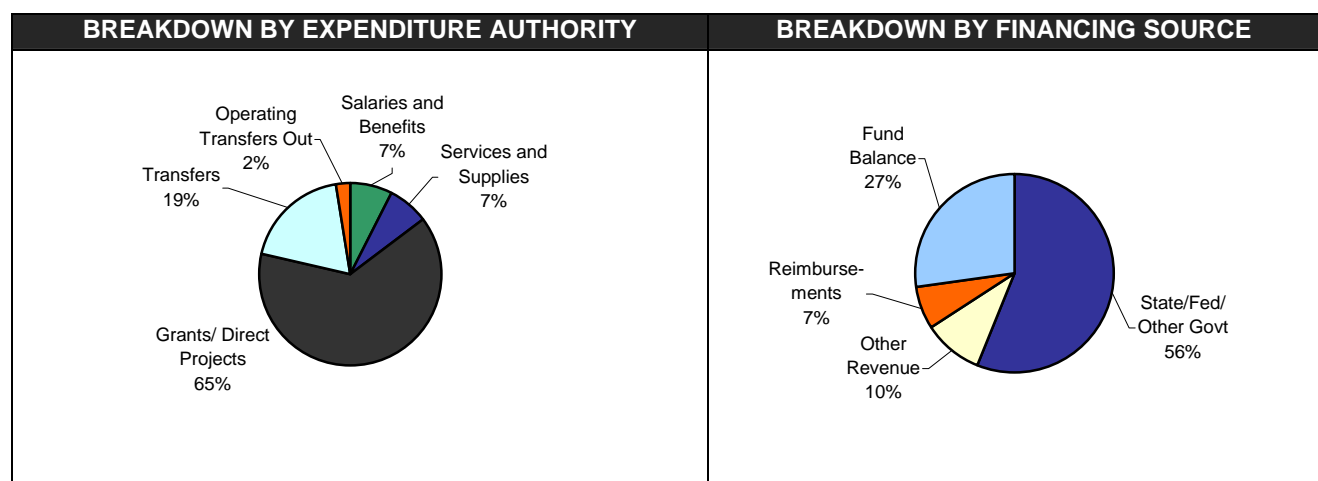
During 2005-06 CDH spent \$16,961,170 of federal CDBG, HOME and ESG funds directly or through county departments, cities and non-profit agencies to implement 228 projects and programs in the county to:

- Assist 28 families in buying their own homes
- Provide rental housing deposit assistance and utility assistance to 324 families to prevent homelessness
- Repair the homes of 238 senior citizens
- Rehabilitate 16 homes owned by low-and moderate-income persons
- Provide 25,743 cold weather shelter nights to 1,500 homeless persons through 10 agencies
- Complete the construction of 36 public facility projects
- Complete the construction of 12 infrastructure projects
- Provide public services through 80 non-profit agencies to meet the social/educational needs of 55,000 clients
- Inspect over 1,800 properties and remove trash and graffiti from 24,958 locations
- Loan funds to 13 businesses to create 66 new jobs and retain 12 existing jobs

V. 2006-07 SUMMARY OF BUDGET UNITS

2006-07				
	Appropriation	Revenue	Fund Balance	Staffing
Community Development and Housing	50,996,111	36,120,085	14,876,026	49.0
TOTAL	50,996,111	36,120,085	14,876,026	49.0

VI. 2006-07 BUDGET



VII. GOALS, OBJECTIVES, AND PERFORMANCE MEASURES

GOAL 1: DEVELOP AND COORDINATE THE CONSOLIDATED PLAN PROCESS FOR OBTAINING THE HOME INVESTMENT PARTNERSHIP ACT (HOME), THE EMERGENCY SHELTER GRANT (ESG), AND THE COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) ENTITLEMENT FORMULA GRANTS.

Objective A: Prepare the annual Action Plan.

Objective B: Prepare the annual Action Plan Summary.

Objective C: Process the annual Grant Agreements.

Objective D: Prepare the annual ESG Request for Proposal (RFP).

Status

Each objective above has been completed for 2006-07. Additionally, a related 2006-07 objective was met by entering Delegate Agency Agreement with the cooperating cities for implementing CDBG funded projects during 2006-07, 2007-08, and 2008-09. The goal of developing and coordinating the Consolidated Plan process for obtaining entitlement formula grants will continue for 2007-08. Every year the CDH is required to prepare the annual Action Plan, Action Plan Summary, and annual ESG RFP in order to obtain the HOME, ESG, and CDBG entitlement formula grants. Without receipt of these grants, CDH would be unable to provide its services to the citizens of the County of San Bernardino.

GOAL 2: SUB-GRANT CDBG AND ESG FUNDS TO COUNTY DEPARTMENTS, COOPERATING CITIES AND NON-PROFIT AGENCIES FOR PROGRAMS AND PROJECTS BENEFITTING LOW- AND MODERATE-INCOME PERSONS.

Objective A: Enter ESG Sub-Grant contracts with fourteen (14) non-profit homeless shelter providers.

Objective B: Prepare Environmental Reviews to release CDBG funds for sixty (60) construction projects.

Objective C: Enter Project Implementation/Maintenance and Operation agreements for sixty (60) construction projects.

Objective D: Enter CDBG Sub-Grant contracts with eighty (80) agencies to carry-out public service program.

MEASUREMENT	2005-06 (Actual)	2006-07 (Projected)	2006-07 (Estimated)	2007-08 (Projected)
2A. Percentage of Emergency Shelter Grant (ESG) "Cold Weather Shelter Program" contracts with non-profit homeless service providers executed within 30 days of completion of RFP and projected start date of each project (14 ESG contracts entered into in 2005-06).	75%	75%	80%	90%
2B. Percentage of Community Development Block Grant (CDBG) project Environmental Review Records (ERR) approved by HUD within ninety (90) days of project approval (155 ERRs approved in 2005-06).	80%	80%	80%	80%
2C. Percentage of Project Implementation/Maintenance and Operation agreements entered within thirty (30) days of ERR Completion (160 Project Implementation/Maintenance and Operation agreements entered in 2005-06).	75%	75%	80%	80%
2D. Percentage of Public Service contracts executed within thirty (30) days of the projected start date of each program (95 CDBG Public Service contracts executed in 2005-06).	N/A	80%	80%	80%

Status

HUD regulations and county policies require ESG and CDBG grant recipients (such as the county) to enter written agreements when sub-granting funds to other organizations for carrying out approved projects and programs. CDH acts to negotiate, write, and process such contracts for the Board of Supervisors or Purchasing Department approval. Grants to non-profit organizations for public service programs are provided through subrecipient contracts. Projects implemented by cooperating cities are authorized and funded under delegated agency agreements. Memorandums of Understanding are used to sub-grant CDBG funds from



CDH to other county departments. The performance ranges in the "Measurement" section do not reach 100% because delays are at times encountered in identifying sufficient project funding, obtaining signatures and in meeting other project requirements such as insurance, cost estimates, and site control. In order to offset these delays, CDH has taken and will continue to take steps to proactively work with its sub-recipients to more quickly establish projects and obligate funds.

GOAL 3: PREPARE AN ANNUAL PERFORMANCE REPORT COVERING THE CONSOLIDATED PLAN GRANT PROGRAMS FOR SUBMITTAL TO THE DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT (HUD).

Objective A: Prepare HUD required reports.

Objective B: Implement the HUD Integrated Disbursement and Information System (IDIS) for reporting and the drawing of grant funds.

Objective C: Provide program monitoring to insure compliance of assisted activities.

Status

Each objective above has been completed for 2006-07. The goal of preparing the Annual Performance Report will continue in 2007-08 because it is necessary in order to receive funding from HUD under the HOME, ESG, and CDBG grants. The Annual Performance Report is also a means by which the CDH is held accountable to the public for the actions that it takes throughout each fiscal year.

GOAL 4: COMMUNICATE USEFUL AND TIMELY INFORMATION TO OTHER AGENCIES AND TO THE GENERAL PUBLIC TO INFORM THEM ABOUT GRANT AND LOAN RESOURCES AVAILABLE TO MEET COMMUNITY AND HOUSING NEEDS.

Objective A: Advertise the annual CDBG, HOME, and ESG Programs, and request CDBG applications.

Objective B: Update program procedures and disseminate them to the public.

Objective C: Participate in the National CDBG Week and Fair Housing Week promotional programs.

MEASUREMENT	2005-06 (Actual)	2006-07 (Projected)	2006-07 (Estimated)	2007-08 (Projected)
4. Maintain the number of non-profit agencies, cities, and individual homeowners who receive the information they need in order to apply for CDBG, ESG, and HOME funds.	NEW	NEW	200 agencies, 13 cities, and 400 homeowners	200 agencies, 13 cities, and 400 homeowners

Status

In order to provide community development and housing services to the public, it is necessary that the public be aware of the services that CDH provides. The above objectives were chosen to ensure that the department's services are made known to the general public as well as other agencies. The annual application period for CDBG projects runs during October, November, and to Mid-December. Homeowners can apply for grants or loans at any time, subject to eligibility and availability of funds.

GOAL 5: IMPLEMENT AFFORDABLE HOUSING PROGRAMS FOR CONSTRUCTION OF NEW HOUSING AND REHABILITATION OF EXISTING HOUSING, AND PROVISION OF EMERGENCY SHELTER FOR HOMELESS PERSONS.

Objective A: Continue to provide HOME-funded loans to Community Housing Development Organizations (CHDOs) to develop affordable housing.

Objective B: Continue to provide HOME funds to the Housing Authority of San Bernardino County to provide tenant-based rental assistance.



- Objective C:** Continue to provide CDBG-and HOME-funded housing rehabilitation loans and grants.
- Objective D:** Continue to provide down payment assistance to families buying their home.
- Objective E:** Continue to provide ESG funds to homeless shelter providers.
- Objective F:** New Program: Develop a Memorandum of Understanding with the County Behavioral Health Department for implementation of Proposition 63 housing projects for homeless mentally ill patients.
- Objective G:** New Program: Receive and process authorizations from County RDA for assigned Home Rehabilitation Program (HRP) projects in Cedar Glen, and develop housing reconstruction assistance loan packages.
- Objective H:** New Program: Continue to implement the Land Use Application Fee Assistance Grant Program in Cedar Glen to assist with the rebuilding effort.
- Objective I:** New Program (HRP): Implement Home Rehabilitation Program (HRP) in all redevelopment project areas to address residential blight in project areas.

MEASUREMENT	2005-06 (Actual)	2006-07 (Projected)	2006-07 (Estimated)	2007-08 (Projected)
5A. The number of housing units constructed or rehabilitated.	232	200	200	200
5B. The number of low-income families or disabled persons who receive rental housing security deposit and utility payment assistance.	140	200	200	200
5C. The number of low-and moderate-income homeowners who receive loans or grants.	254	270	270	250
5D. The number of families who succeed in buying their home.	28	25	20	20
5E. The number of emergency shelter nights provided to homeless persons.	25,743	23,900	23,900	24,000
5F. The number of housing projects planned for construction.	NEW	NEW	0	2
5G. The number of homeowners who will receive financial assistance to rebuild their homes that were lost in the 2003 "Old Fire" disaster.	NEW	NEW	0	10
5H. Percentage of time the following activities will be completed within the designated time frame: - CDH completion of initial review of eligible land use services grant applications within thirty (30) days of receipt and completion of reimbursements within three (3) months of receipt of claims and approved back up information.	NEW	NEW	90%	100%
5I. Percentage of time the following activities will be completed within the designated time frame: - The Department of Community Development and Housing (CDH) completion of initial review of eligible HRP applications within thirty (30) days of receipt. - Rehabilitation activities completed within 9-12 months of application approval.	NEW	NEW	90%	100%

Status

In 2007-08 CDH will continue providing loans, grants, down payment assistance, and rental assistance to increase the supply and affordability of housing in the county. Homeowner assistance numbers will be less in 2007-08 due to anticipated HUD elimination of the American Dream Down Payment Initiative. Further, in 2006-07, CDH will begin to provide expertise in assisting homeowners in Redevelopment Agency areas to reconstruct or rehabilitate their homes. In 2007-08, CDH anticipates providing housing development services to the Department of Behavioral Health to utilize state funds to develop supportive housing for mentally ill homeless persons. The implementation of these new projects will provide important aid to individuals who are in need of housing assistance.



VIII. 2006-07 APPROVED ADDITIONAL GENERAL FUND FINANCING (POLICY ITEMS)

The department did not have any approved policy items for 2006-07.

IX. 2007-08 REQUESTS FOR ADDITIONAL GENERAL FUND FINANCING (POLICY ITEMS)

The department is not requesting any additional general fund financing for 2007-08.

X. 2007-08 PROPOSED FEE ADJUSTMENTS

The department is not requesting any proposed fee adjustments for 2007-08.

If there are questions about this Business Plan, please contact David Larsen, Interim Deputy Director, Community Development Division, at 388-0959 or Adolphus Okeke, Interim Deputy Director, Housing Development Division, at 388-0969.

